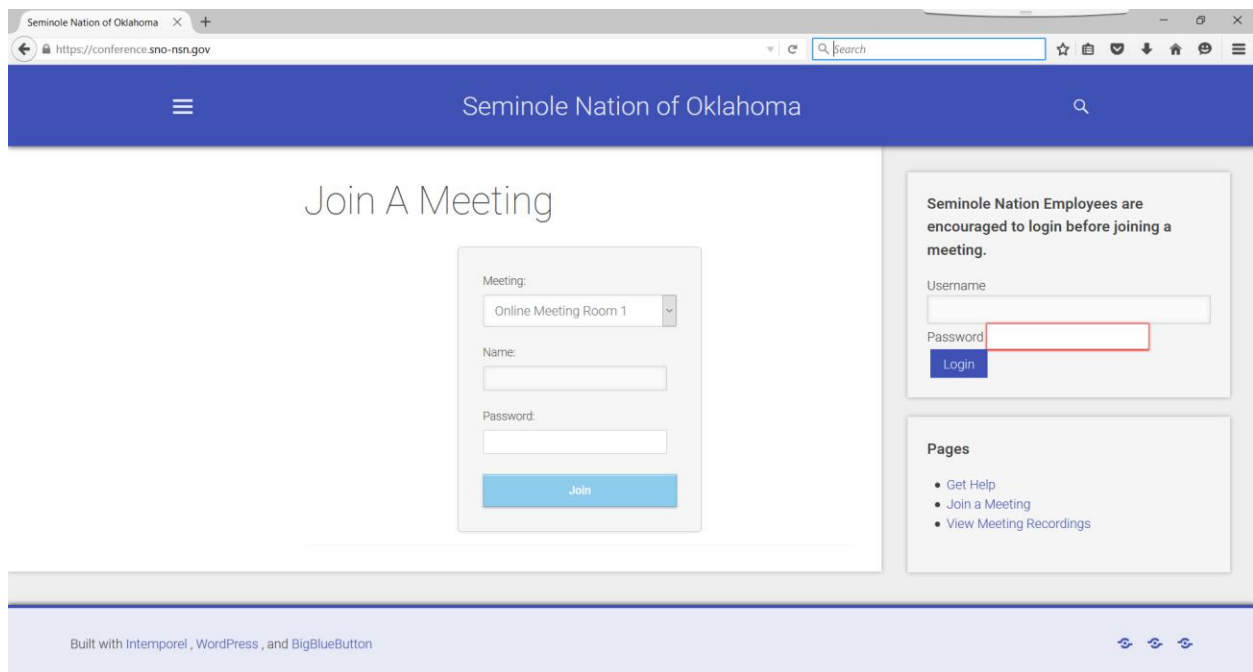


Online Conference Tutorial

Overview: I.T. has been approached with the need for an online conferencing option. Below is a tutorial on how to use our current conferencing solution. This tool can be used by employees as well as outside organization for the purposes of business. An example of an this would be if an employee had to hold a conference with 1 or several outside organizations or personnel. For this tutorial you will need an internet connection and the latest version of Firefox web browser. Firefox is required to host or present the meeting as other browsers have had some compatibility issues. You may need to install Java prior to attending the meeting. You may do this from <http://java.com/download> The online installer should be fast and easy to install. Besides your computer and Firefox browser you will need to make sure that you have speakers hooked up. Options include but are not limited to: desktop speakers, built in pc speakers, monitor speakers, or headphones. One option that an attendant has is to use a microphone but this is not a requirement.

Attending the meeting First begin by going to: <https://conference.sno-nsn.gov>

The screenshot shows a web browser window with the URL 'https://conference.sno-nsn.gov'. The page has a blue header with the 'Seminole Nation of Oklahoma' logo and a search icon. The main content area is titled 'Join A Meeting'. On the left, there is a form with a 'Meeting' dropdown menu (currently showing 'Online Meeting Room 1'), 'Name' and 'Password' input fields, and a blue 'Join' button. On the right, there is a login section for 'Seminole Nation Employees' with 'Username' and 'Password' input fields and a blue 'Login' button. Below the login section, there is a 'Pages' section with links: 'Get Help', 'Join a Meeting', and 'View Meeting Recordings'. The footer of the page states 'Built with Intemporel, WordPress, and BigBlueButton'.

If you are an employee please login with the employee login on the right side of the webpage. Your employee login will be your email address and password. If you input your credentials correct the box should now display your name and give an option to logout as shown below.

Seminole Nation Employees are encouraged to login before joining a meeting.

Username
gearj@sno-nsn.gov

Password
••••••••

Login

Pages

- Get Help
- Join a Meeting
- View Meeting Recordings

Seminole Nation Employees are encouraged to login before joining a meeting.

Welcome, James Gear | Logout

Pages

- Get Help
- Join a Meeting
- View Meeting Recordings

If you are not an employee simply put in your name in the center box where it says "Join A Meeting"

Join A Meeting

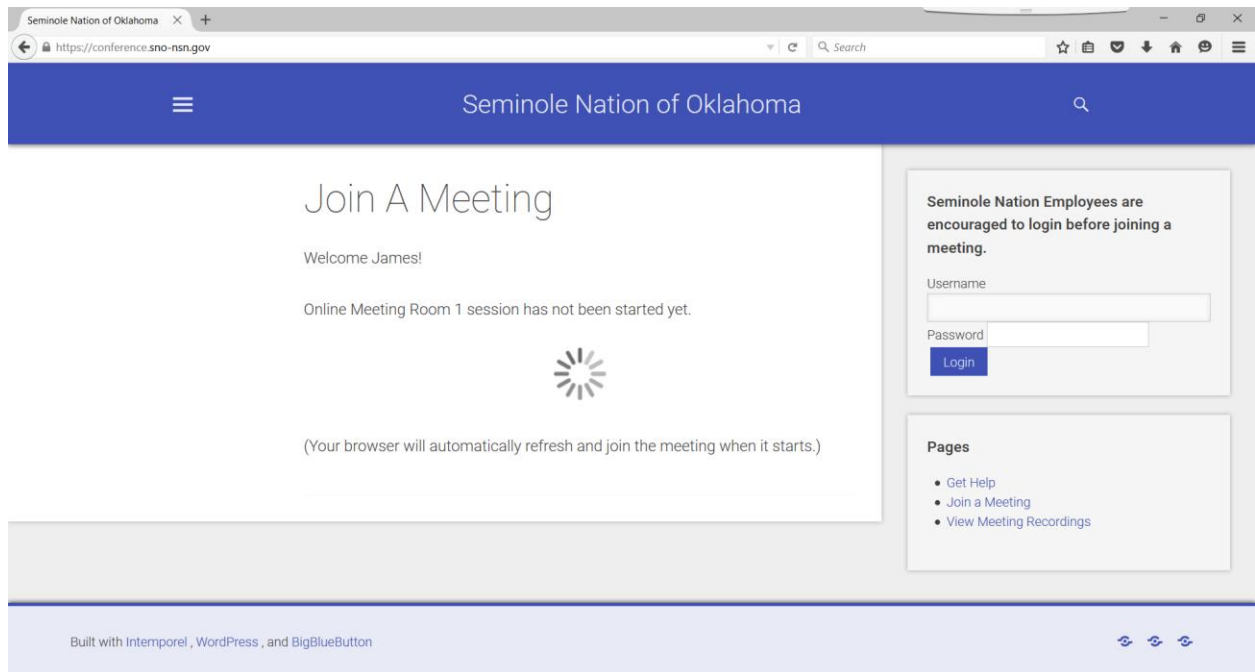
Meeting:
Online Meeting Room 1

Name:
James

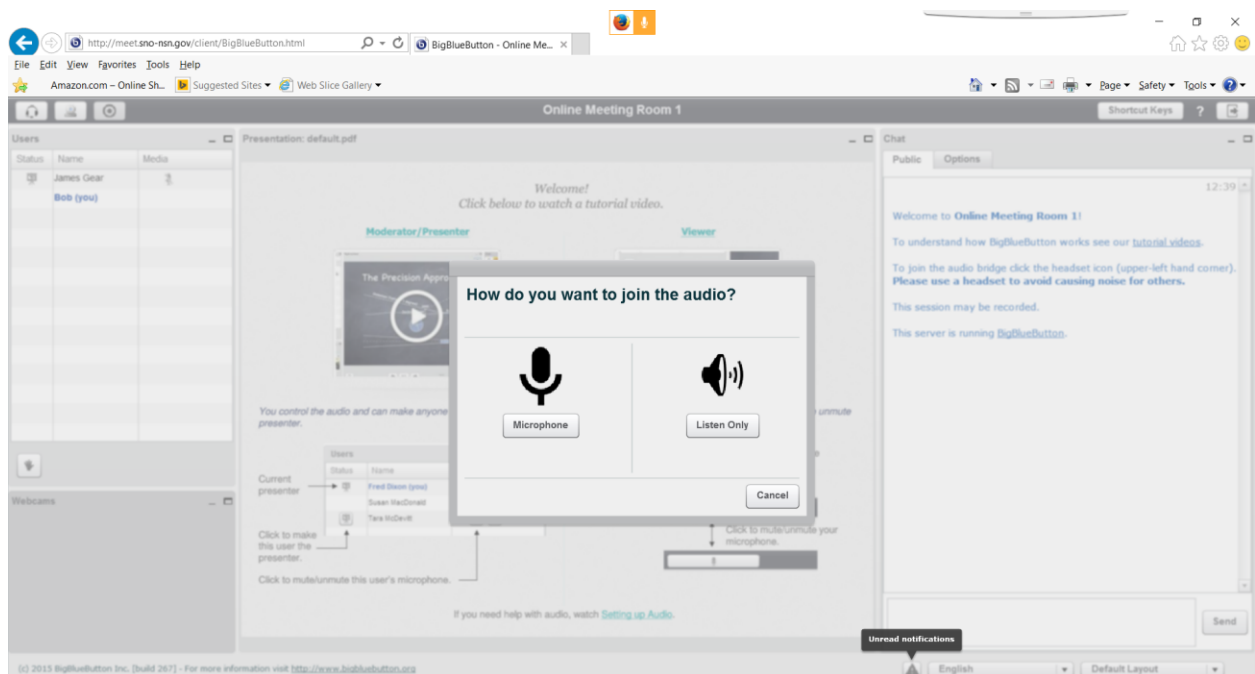
Password:
••••••••

Join

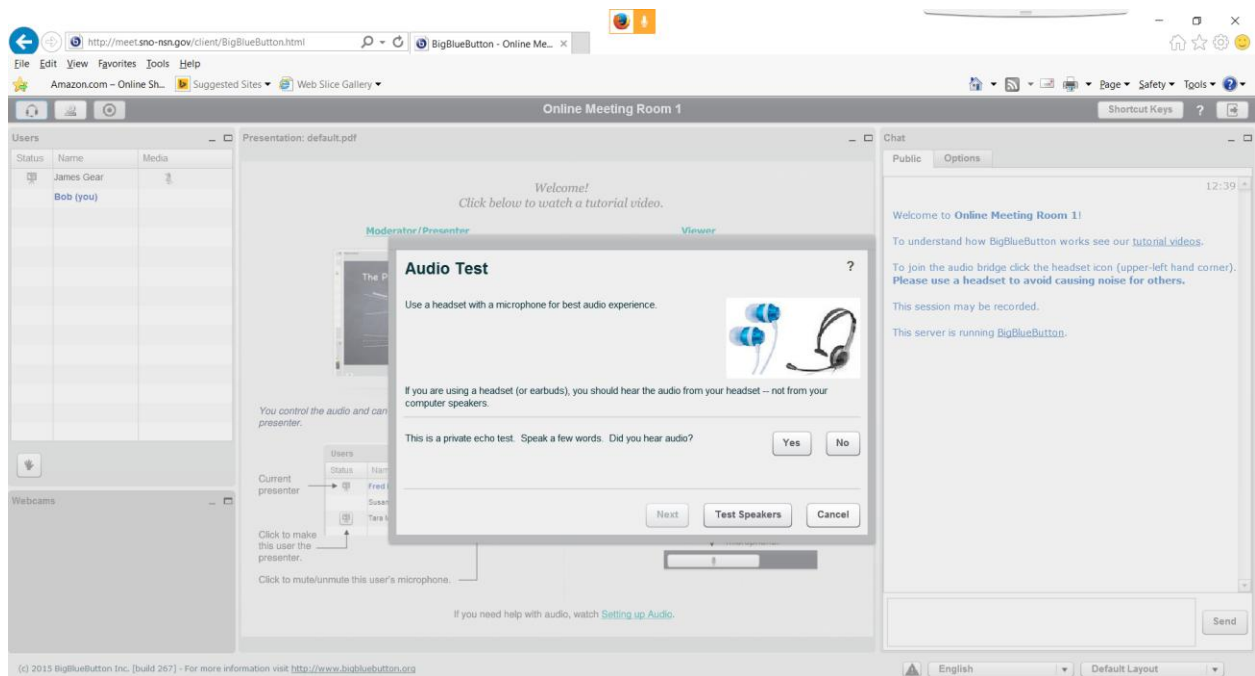
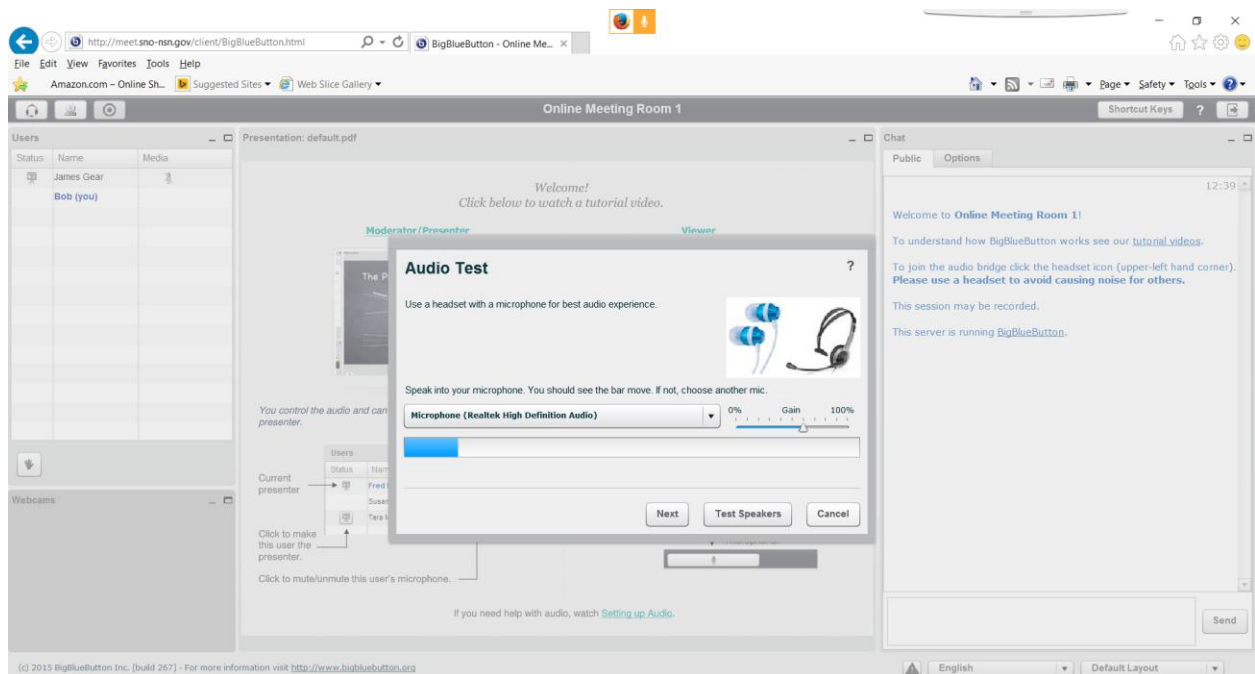
At this point whether you are logging in as an employee or as a guest the next step is the same. You will need to select the meeting room (rooms 1-3) in the drop down. Then type in the password provided to you by the host of the meeting and click join. If the meeting has not started yet you should see the message in the picture below. You can stay at this screen, once the host has started the meeting your browser will refresh and join you to the meeting.



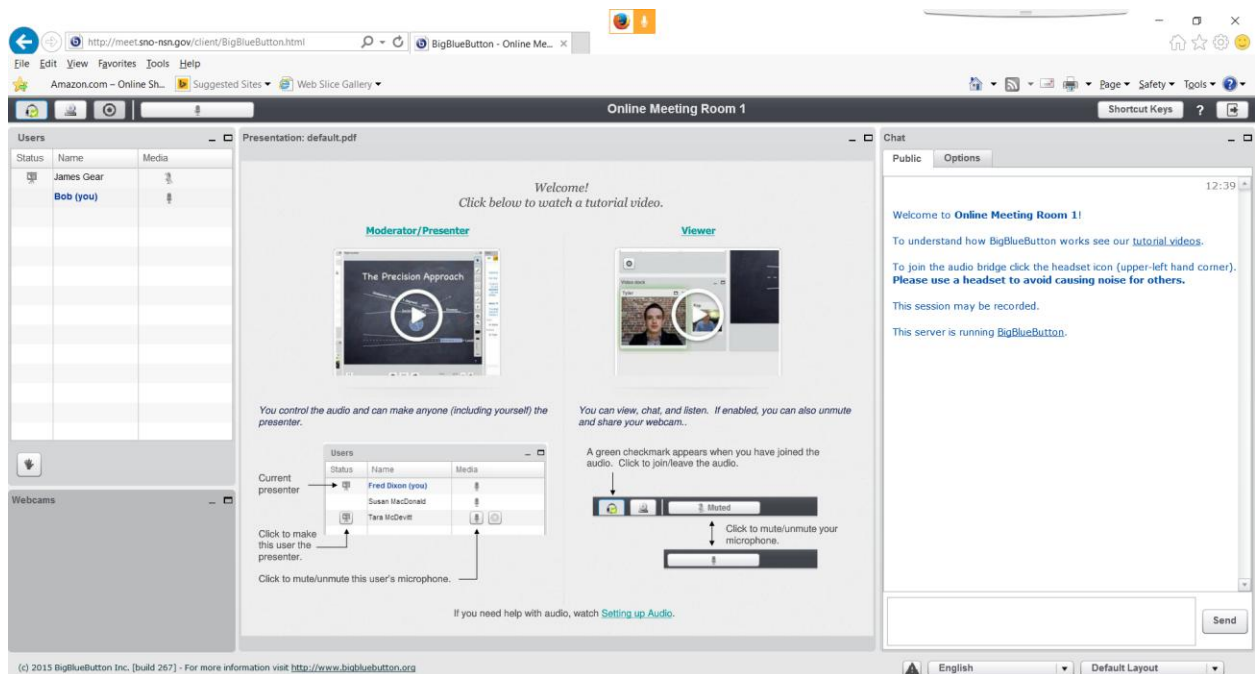
Once the meeting has been started your screen should look like the screen shot below, if not simply refresh your browser and it should bring up the meeting. From this point if your computer has a microphone you can enable it by clicking the microphone button or choose to listen only.



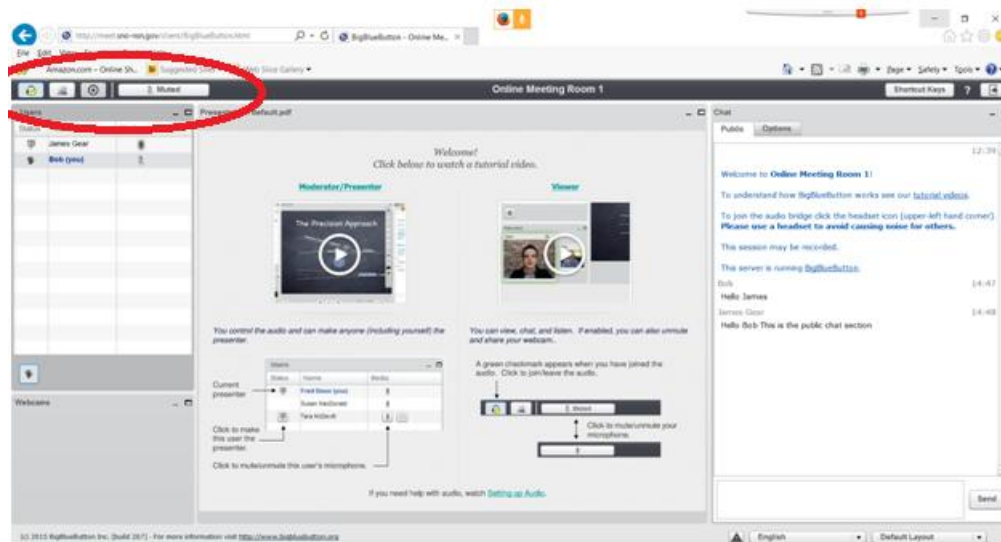
If you click on the microphone button it will bring up the audio test box. This allows you to test your microphone before it goes live in the meeting. It should automatically recognize your microphone, but if not you can select it from the drop down. Once this is done you can test your speakers, if everything checks out you will then be able to participate in the meeting.



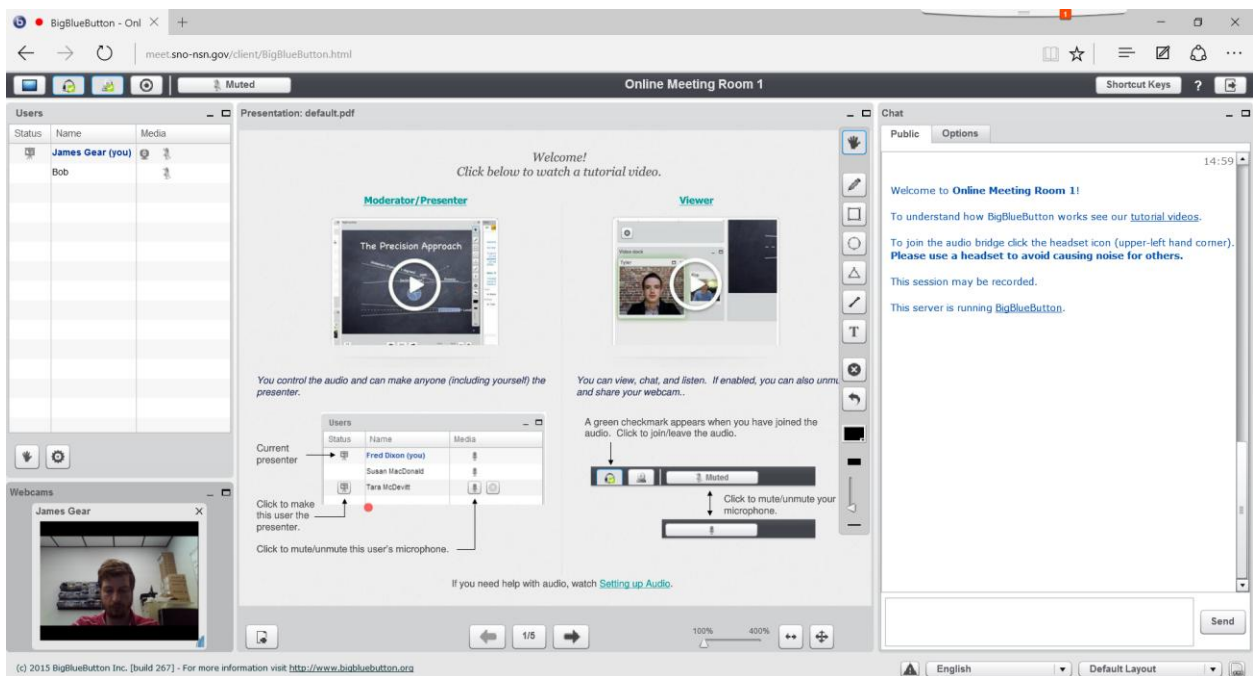
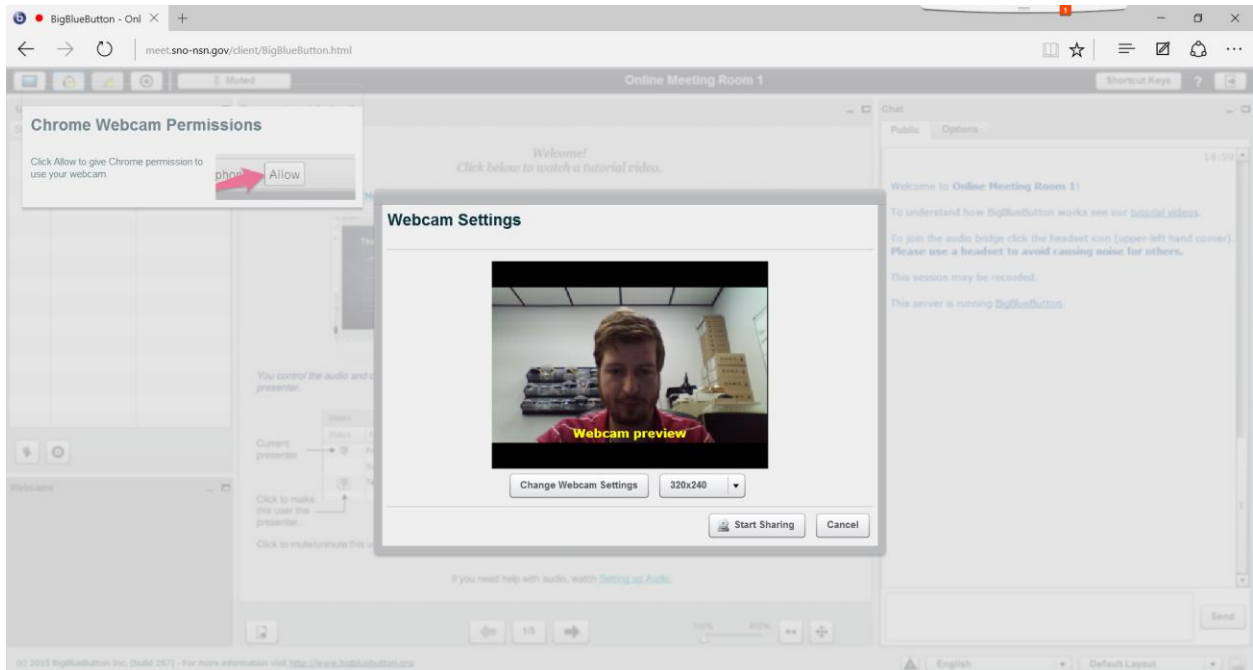
Now we can see the meeting screen, below is a screen shot of how the attendants side would look. The user "Bob" is currently the only attendant in the meeting.



We can see on the right side of the screen that there is a chat box. Here you chat freely with anyone in the meeting. If you wish to only talk with one person or chat privately click options and then select the person you wish to chat with. On the left side of the screen you can see a small hand icon. Clicking this will "raise" your hand and be visible to the left of your name. Above that you can see 4 buttons on the top left. Left to right they are your mic/speaker setup, toggle camera, record button (presenter only), and audio mute button.

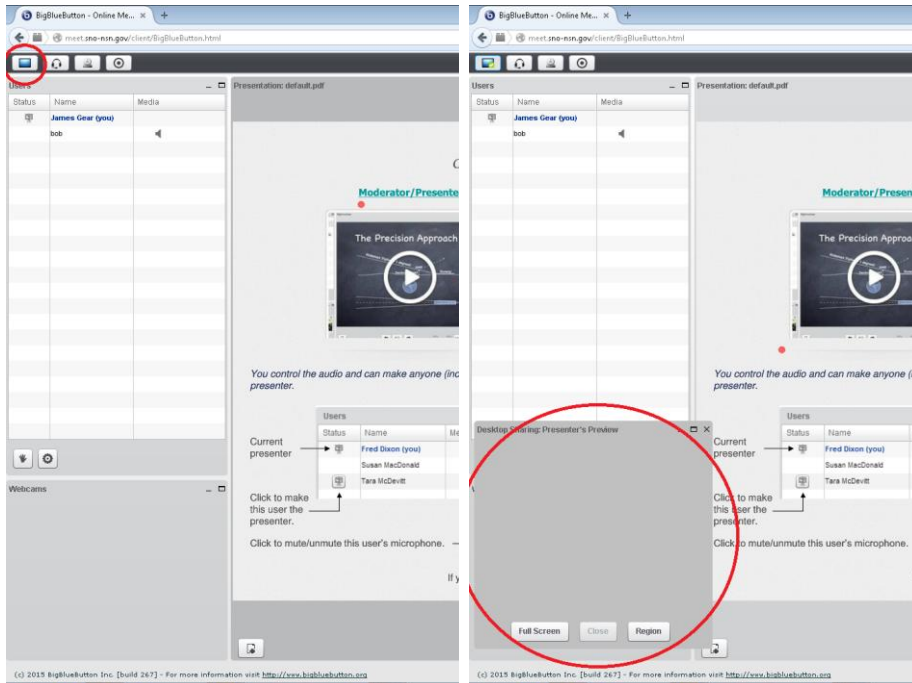


Below is what the presenter would see. If you wish to start your camera you can click the camera button in the top left. Doing so will prompt your camera setup just like the audio setup. once you click start sharing your video will pop up in the video section in the lower left of the screen.

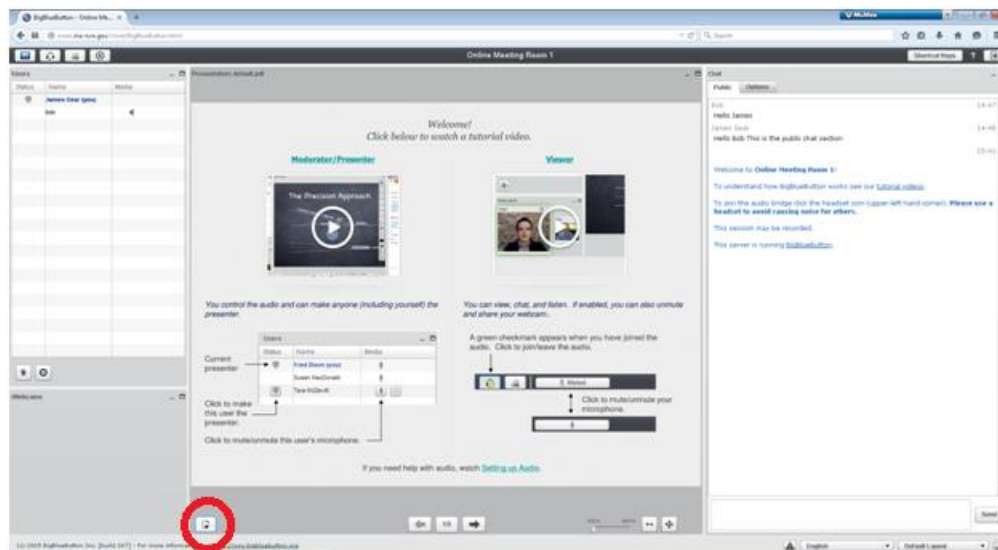


Hosting a Meeting

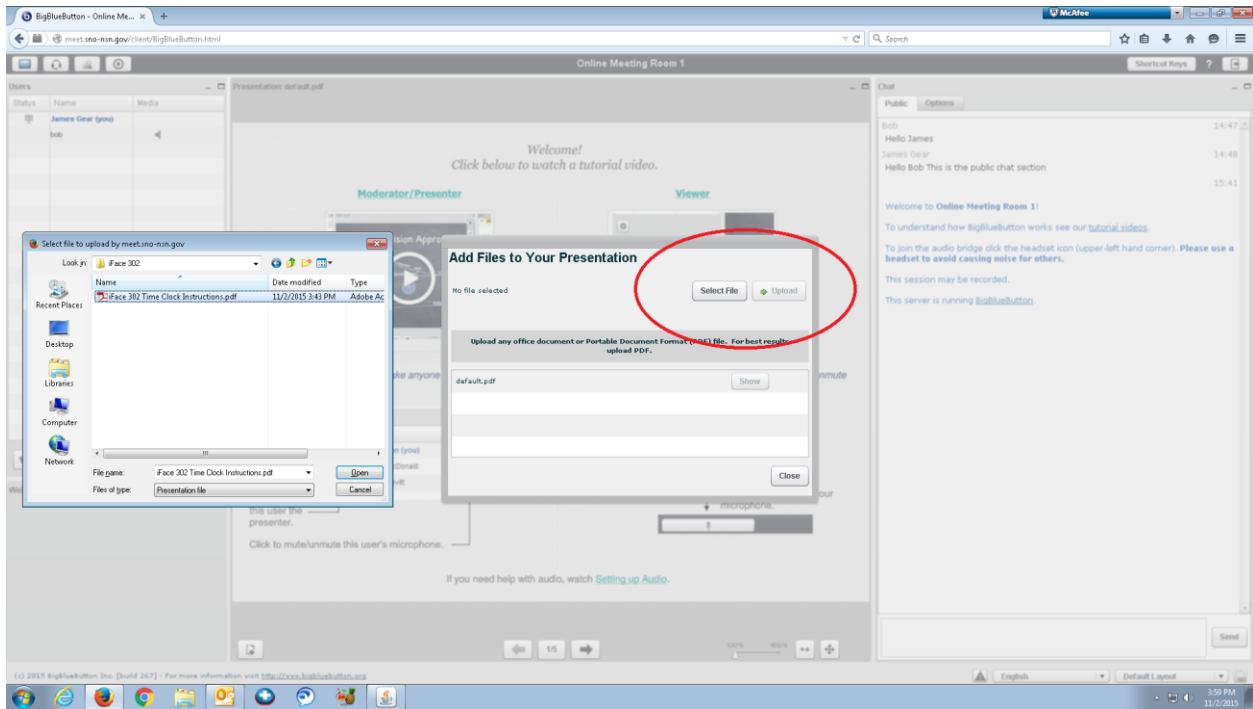
Notice that the 4 buttons at the top left are slightly different. the new one on the far left is the screen sharing button if you click on it you will be prompted to share your whole screen or a portion of the screen.



To start off the meeting a presenter may want to start with a bit of information, a PDF perhaps. The presenter would click on the button in the lower left.



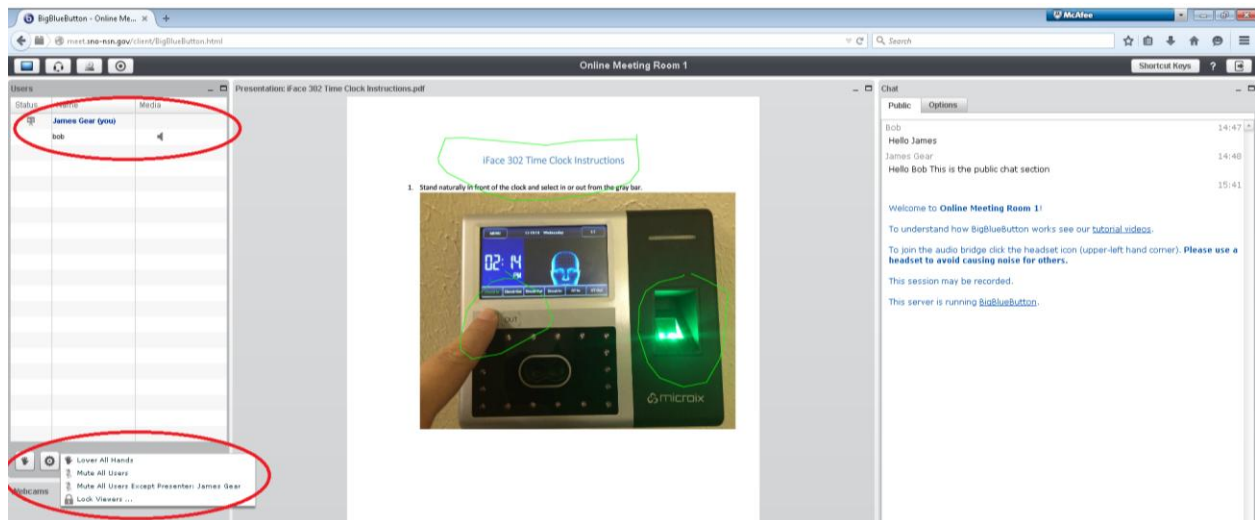
Once you hit the upload button you will be prompted to select a file and then hit upload next to the selected file button.



It will take a moment but your presentation should upload and be visible on screen for everyone in the meeting. Now that the presentation is uploaded you can use the tools to the right to add text, resize, encircle or draw on screen.



Finally the presenter can control the meeting on the left by clicking on the gear icon they can mute all, lower all hands, or mute all but presenter. you can even click by an attendants name and allow them to present as needed as well as mute/un-mute people individually.



That concludes the tutorial, if you have any questions or would like to use the portal please contact IT either by phone or email.